

## SECTION 3.10 POSITION CLASSIFICATION

Last Update: February 2012

Position classification is the process of determining the most appropriate job class and level for a position based upon the duties and responsibilities assigned and the competencies required to complete successfully those duties and responsibilities.

The position classification system is used to establish a structure upon which to base human resource management decisions including:

- Coverage under or exemption from the collective bargaining provisions of Chapter 20, Iowa Code
- Selection (minimum qualifications, selective certifications, special requirements, method of filling positions, vacancy announcements, etc.)
- Performance evaluation
- Rate of pay
- Eligibility for overtime compensation
- Eligibility for special pay actions (lead worker; retention/recruitment)
- Coverage under or exclusion from the merit system provisions of Chapter 8A.411, Iowa Code

The position classification process applies to all executive branch positions, except the Board of Regents, regardless of the position's coverage by merit system provisions.

The State's position classification system consists of approximately 840 job classes. In most cases, positions will fit into one of these existing job classes. When a position does not fit into any of these classes, the establishment of a new job class may be requested (see "Classification Structure," Section 3.45).

Job classes are listed in the Classification and Pay Plan which is published annually and available electronically in both alphabetical and class code order. The Classification and Pay Plan is available online at the DAS-HRE website and links to class descriptions. The online plan is found at <https://das.iowa.gov/human-resources/classification-and-pay>.

The following is an excerpt from the current plan:

EEO <sup>1</sup>	OC <sup>2</sup>	OT <sup>3</sup>	UNIT <sup>4</sup>	PLN <sup>5</sup>	PG <sup>6</sup>	CODE <sup>7</sup>	CLASS TITLE
2	174	1	009N	009	27	04513	Environmental Specialist
2	184	1	004N	004	23	04020	Program Planner 1
2	184	1	004N	004	26	04022	Program Planner 2
2	184	1	004N	014	29	04023	Program Planner 3
1	043	0	004S	000	32	04025	Program and Planning Admin.
2	201	2	005N	009	25	03011	Social Worker 2

### 1. **EEO 4 Category (EEO):**

This code identifies the U.S. Equal Employment Opportunity Commission's (EEOC) general occupational category to which that job classification is assigned.

01 Official/Administrator	05 Protective Service (non-sworn)
02 Professional	06 Administrative Support
03 Technician	07 Skilled Craft
04 Protective Service (Sworn)	08 Service/Maintenance

## 2. **Occupational Code (OC):**

An occupational code is a numeric code assigned to further subdivide EEO 4 categories obtained from the "Race, Sex, and Occupational Make-up of Iowa's 2000 Labor Force, EEO Special File." The occupational code is used to obtain labor force availability information reflective of jobs found in the State's work force.

## 3. **Overtime Eligibility (OT):**

Classes eligible for overtime compensation time and one-half (premium overtime) are coded "2". Classes coded "1" receive hour for hour overtime. Classes coded "0" are not eligible for overtime pay.

## 4. **Bargaining Unit and Status (UNIT):**

### A. Unit

001 Clerical (AFSCME)	006 Security (AFSCME)	011 Patient Care (AFSCME)
002 Technical (AFSCME)	007 Public Safety (SPOC)	012 Patient Treatment (Unorganized)
003 Blue Collar (AFSCME)	008 Engineering (Unorganized)	015 Social Services (IMW classes) (UE/IUP)
004 Fiscal & Staff (field status 104) (AFSCME)	009 Science (UE/IUP)	021 Justice (Exempt)
005 Social Services (UE/IUP)	010 Education (Unorganized)	024 Department Directors, Appointed non-Elected Officials (Statutory)

### B. Status

*E – Exempt* – A class exempted from the provisions of Chapter 20, Iowa Code, for reasons other than supervisory duties.

*N – Non-supervisory* – A class covered by the provisions of Chapter 20, Iowa Code, and assigned by the Iowa Public Employment Relations Board (IPERB) to a collective bargaining unit.

*S – Supervisory* – A class exempted from the provisions of Chapter 20, Iowa Code, because the duties of the class are supervisory as defined by Chapter 20, Iowa Code, and designated by DAS-HRE.

*U – Unorganized* – A non-supervisory class covered by the provisions of Chapter 20, Iowa Code, but not currently covered by a collective bargaining agreement.

## 5. **Pay Plan Code (PLN):**

000 Noncontract  
014 Clerical  
014 Technical  
014 Blue Collar  
014 Fiscal & Staff  
014 Security/Community Corrections  
007 Public Safety  
009 Science/Social Services  
017 Public Safety (Park Rangers and Conservation Officers)  
024 Department Directors/Appointed Nonelected Officials  
025 Lottery Key Executive

## **6. Pay Grade (PG):**

Each job classification is assigned to a pay grade number. Classes with an elongated pay range are identified with a minus number in parenthesis [e.g. 26(-4)]. This means that the pay for the class starts at the entrance rate of pay grade 22.

Pay grades with a plus sign followed by a percentage sign have higher starting rates (e.g., 26 + 22%). In the example, the class starts at 22% above the minimum of the range.

The establishment of a pay grade depends on salary surveys of surrounding states and collective bargaining, if applicable. A determination an appropriate pay grade for a class often stems from a review of the class and is initiated by completion of a Job Evaluation Questionnaire (JEQ) by the department who will use the class. Once completed, a DAS-HRE evaluates the responses and measures them against a matrix that results in a pay grade recommendation. An assessment of the JEQ pay grade results is made against other similar classes within the Class and Pay Plan to assure a measure of pay grade conformity within the plan.

## **7. Class Code (CODE):**

Five-digit identification number for a job classification.

*Class Code (50,000):* Positions in these class codes are treated differently for overtime purposes than others in the same classification. Refer to the OT code in the Classification Plan.

*Class Code (60,000):* Class is covered by the Conservation Officer Retirement System.

*Class Code (70,000):* Incumbents (specific employees in a class) are covered by the Protection Occupation Retirement System. As employees vacate a class, it will be deleted.

*Class Code (80,000):* Class is covered by the Protection Occupation Retirement System.

*Class Code (90,000):* Class is exempt from collective bargaining.

## **8. Explanation of Symbols and Abbreviations:**

PD – Positions are paid on a per diem basis.

ST – Positions are paid a salary specified by statute.

MIL RANK – Positions are paid a salary based on the incumbent's military rank.